

# Davies' Freelancer Portfolio

## Virtual Assistance

I provide reliable and efficient virtual assistance services to help clients manage their schedules, tasks, and communications.

- Trello Task Board Sample (image or link)
- Email Handling Template
- Weekly Calendar Layout
- Client Testimonial or Work Summary

## Content Writing

I craft high-quality, engaging, and SEO-optimized content tailored for blogs, websites, and social media.

- Blog Post: 'How to Stay Productive While Working Remotely'
- SEO Article: 'Top 5 Budgeting Tips for Students'
- Website Copy: About Page Sample

## Research & Data Entry

I conduct in-depth research and provide clean, accurate data entry services using spreadsheets and databases.

- Market Research Sample: 'Crypto Trends 2025'
- Product Data Entry Spreadsheet
- Summary Report PDF: Social Media Analytics

## Admin Support

I offer comprehensive admin support services including document formatting, file management, and workflow organization.

- Formatted CV Sample
- Folder Organization Layout
- Document Tracker Spreadsheet